

RECRUITMENT QUESTIONNAIRE

Name:	
Email:	
Tel:	
Nationality:	
Present location:	

COLLEGE/UNIVERSITY

Name & Location:	
Dates:	
Major:	
Grade:	
Why did you select this particular school?	
How was your education financed?	
Generally, what were your college years like?	
How would you describe your <u>study habits</u> during college?	
What were important <u>career influences</u>?	
What were the <u>high points</u> and <u>low points</u> during your college years?	
What were your <u>career thoughts</u> toward the end of college?	

WORK HISTORY – FORM 1 (MOST RECENT POSITION)

Employer & location:	
Title:	
Dates (Start / End):	
Type of business:	
Salary (Starting):	
Salary (Final):	
Nature of work:	
Describe how you located this job (advert / job board / job fair / recruiter / etc):	
Responsibilities / Accountabilities:	
Successes / Accomplishments:	
Failures / Mistakes:	
What did you like most, and least, about your job?	
Reasons for leaving or desiring to change:	
Name & title of Immediate Superior:	
Permission to contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Tel/Email:

WORK HISTORY – FORM 2

Employer & location:	
Title:	
Dates (Start / End):	
Type of business:	
Salary (Starting):	
Salary (Final):	
Nature of work:	
Describe how you located this job (advert / job board / recruiter /	

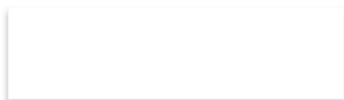


etc):	
Responsibilities / Accountabilities:	
Successes / Accomplishments:	
Failures / Mistakes:	
What did you like most, and least, about your job?	
Reasons for leaving or desiring to change:	
Name & title of Immediate Superior:	
Permission to contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Tel/Email:
WORK HISTORY – FORM 3	
Employer & location:	
Title:	
Dates (Start / End):	
Type of business:	
Salary (Starting):	
Salary (Final):	
Nature of work:	
Describe how you located this job (advert / job board / recruiter / etc):	
Responsibilities / Accountabilities:	
Successes / Accomplishments:	
Failures / Mistakes:	
What did you like most, and least, about your job?	



Reasons for leaving or desiring to change:	
Name & title of Immediate Superior:	
Permission to contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Tel/Email:

PLANS AND GOALS FOR THE FUTURE	
What are you looking for in your <u>next job</u>?	
What are <u>other job possibilities</u>, and how do you feel about each one?	
What about 5 or 10 years down the road; where do you hope to be by then, career-wise?	
What do you view as <u>advantages</u> or possible <u>disadvantages</u> of joining us?	
If you joined us, how soon could you start?	



INTELLECTUAL CHARACTERISTICS

Do people generally regard you as one who diligently pursues every <u>detail</u> or do you tend to be more <u>broad brush</u>?	
What are a couple of the <u>most difficult</u> decisions you made recently?	
What are a couple of the <u>best</u> and <u>worst</u> decisions you made in the past year?	
What <u>maxims</u> do you live by?	
Are you more comfortable dealing with <u>concrete</u>, tangible, short-term or more <u>abstract</u>, conceptual, long-term issues?	
How <u>creative</u> are you? What are the best examples of your creativity?	
Do you consider yourself a more <u>visionary</u> or more <u>pragmatic</u> thinker? Explain why.	
How do you rate yourself in <u>public speaking</u>?	
How would you describe your role in <u>meetings</u>?	
Describe the last time you put your "<u>foot in your mouth</u>".	

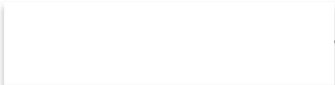


PERSONAL CHARACTERISTICS

What <u>motivates</u> you?	
How many <u>hours per week</u> have you worked, on the average, during the past year?	
Describe the <u>pace</u> at which you work – fast, slow, or moderate.	
Are you better at <u>initiating</u> a lot of things or hammering out results for fewer things?	
In what specific ways have you <u>changed an organization</u> the most (in terms of direction, results, policies)?	
How would you describe your <u>work habits</u>?	
How well <u>organized</u> are you; what do you do to be organized and what, if anything, do you feel you ought to do to be better organized?	
Describe a situation that did <u>not go as well</u> as planned. What would you have done differently?	
How much <u>supervision</u> do you want or need?	
What are the most important <u>lessons</u> you have learnt in your career (be specific with respect to when, where, what, etc)?	



How do you handle yourself under <u>stress</u> and pressure?	
Describe yourself in terms of <u>emotional control</u>; what sorts of things irritate you the most or get you down?	
How many times have you "<u>lost your cool</u>" in the past couple of months?	
What sort of <u>mood swings</u> do you experience – how high are the highs, how low are the lows, and why?	
Describe a situation in which you were the <u>most angry</u> you have been in years.	
How have you <u>changed</u> during the recent years?	
What sorts of <u>organization changes</u> have you found easiest and most difficult to accept?	
Who was the <u>best leader or manager</u> from all your previous jobs? What is it about their behavior that made you enjoy working for them?	
What changes in your <u>approach</u> would be most appropriate in your next job?	
What actions would you	



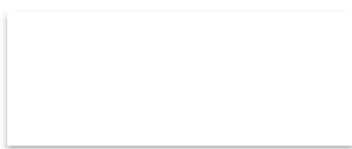
<p>take in the <u>first week</u>, should you join our organization?</p>	
<p>Describe a situation in which the pressures to <u>compromise your integrity</u> were the strongest you have ever felt.</p>	
INTERPERSONAL RELATIONS	
<p>How would you rate yourself in <u>enthusiasm</u> and charisma?</p>	
<p>How would you describe your level of <u>assertiveness</u>?</p>	
<p>Describe situations in which your <u>negotiation skills</u> proved effective and ineffective.</p>	
<p>Describe the most <u>difficult person</u> with whom you have had to work.</p>	
<p>Describe a situation in which you felt <u>others were wrong</u> and you were right.</p>	
<p>How aware are you of <u>political forces</u> that may affect your performance? Give some examples of the most difficult political situations in which you have been involved.</p>	
MISCELLANEOUS	



Describe your ideal day at work.	
What are the biggest <u>risks</u> you have taken in the last 3 years?	
What <u>skills</u> have you acquired in the last 3 years?	
What experience do you have (if any) with living and working <u>overseas</u>?	
Do you have any <u>health problems</u> which might interfere with your ability to do the job?	
What business / industry / technical books have you read that are relevant to your job?	



MOST SIGNIFICANT ACCOMPLISHMENT	
Of all the things you've accomplished in your career, what stands out as the most significant?	
When did this take place and at what company? How long did it take to complete the task? What was your actual role in the project?	
What were the 3 or 4 big challenges you had to overcome?	
What technical skills were needed to accomplish the task? What skills were learned?	
Give example(s) of where you took initiative in this project.	
Describe the environment – the pace, the resources available, your boss, and the level of professionalism.	
What was the biggest conflict you faced? Who was it with and how did you resolve it?	
What did you like the most and the least?	
In retrospect, what would you do differently if you could?	



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<p>In as much detail as you can, explain how you believe _____'s business works.</p>	

SUITABILITY FOR TELECOMMUTING (to be completed by telecommute candidates only)	
<p>What qualities do you possess which make you suitable for a telecommute arrangement?</p>	
<p>Describe your experience with telecommuting.</p>	
<p>Detail what you believe are the disadvantages associated with telecommuting and how you propose to overcome them.</p>	
<p>Describe your home working environment.</p>	
<p>Detail your proposed working hours.</p>	
<p>What support do you expect from the company?</p>	

RELOCATION TO _____ (to be completed by candidates for an onsite position only)	
<p>What issues do you anticipate in connection with relocating to _____?</p>	

